



State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-1  
Cranston, Rhode Island 02920

Division of  
Design  
Professionals

STATE BOARD OF REGISTRATION FOR  
PROFESSIONAL LAND SURVEYORS

**MEETING MINUTES**

**DATE:** 11 July 2017

**PLACE:** Department of Business Regulation (DBR)  
1511 Pontiac Avenue, Bldg. 68-1 Conference Room  
Cranston, RI 02920

**MEMBERS PRESENT:** Chair Michael J. McCormick  
Vice-Chair Daniel R. Cotta  
Secretary Mark D. Boyer  
Member Michael J. Gaston (present from 1:08 p.m.- 3:05 p.m.-3:08 p.m. until 4:00 p.m.)

**MEMBERS ABSENT:** Amy N. Sonder

**OTHERS PRESENT:** Jovonna Edwards, Administrative Assistant (present from 1:08 p.m.-1:19 p.m.-1:51 p.m.-1:54 p.m.-3:04 p.m.-3:06 p.m. until 4:00 p.m.)  
Pamela Toro, Esq., Chief of Legal (present 1:08 p.m.-3:05 p.m.-3:08 p.m. until 4:00 p.m.)  
David S. Hilbern, RISPLS Liason (present from 3:06 p.m.-4:00 p.m.)  
Christopher Palmer (present from 1:08 p.m.-1:54 p.m.)

Chair McCormick called the meeting to order at 1:08 p.m.

The first order of business was:

**Approval of the Open Session Minutes held on 13 June 2017**

Upon motion made by Chair McCormick and duly seconded by Member Gaston, it was unanimously

VOTED: To approve the minutes.

The next order of business was:

**Old Business: (Review/Discuss/Take Action)**

The next item of business was:

**Rules and Regulations**

**a. RISPLS Recommended Revisions to the Rules and Regulations**

Christopher Palmer visited the Board to discuss ABET accredited schools that offer 2-4 year programs. He also discussed updates to the revisions of the rules and regulations

Upon motion made by Chair McCormick and duly seconded by Secretary Boyer, it was unanimously

VOTED: To continue this matter

The next item of business was:

**Standard and Law proposed changes-prepared by David Gardner**

Upon motion made by Chair McCormick and duly seconded by Secretary Boyer, it was unanimously

VOTED: To continue this matter

The next item of business was:

**2017 Legislation-Status update**

There was an update in the House Bill 5475 Sub A and Senate Bill 481 Sub A. It is regarding shortened time periods related to certifications, decision-making and recordings of decisions for major land developments and major subdivision master and preliminary plans.

Upon motion made by Chair McCormick and duly seconded by Secretary Boyer, it was unanimously

VOTED: To continue this matter

The next item of business was:

**Any other old business to add to the agenda for the next Board meeting.**

None at this time

The next order of business was:

**Executive Session**

At 1:55 p.m., upon motion made by Chair McCormick and duly seconded by Vice-Chair Cotta, it was unanimously

VOTED: To go into Executive Session, pursuant to R.I. Gen. Laws § 42-46-5(a)(4), for the following matters:

1. Motion to approve the minutes of the Executive Session held on 13 June 2017.
2. One (1) matter pertaining to complaint of improper planning.
3. One (1) matter pertaining to complaint of dispute with agreement between the parties.
4. Discussion and drafting of questions to be included on the Professional Land Surveyors' examination.
5. One (1) matter pertaining to complaint of a deficient plan being presented.
6. One (1) matter pertaining to complaint of someone doing Land Surveying work who is not a Land Surveyor.
7. One (1) matter pertaining to two Surveyors in disagreement with one another regarding a plan.
8. One (1) matter pertaining to a Surveyor not conforming to the new standards.
9. Two (2) matters pertaining to Surveyors trying to renew who have outstanding complaints against them.
10. Any other new business to be added to the next meeting's Executive Session agenda.
11. Motion to return to Open Session.

The next order of business was:

At 3:01 p.m., the Board reconvened in Open Session

The next order of business was:

**Motion to Seal the minutes of the Executive Session held on 13 June 2017**

Upon motion made by Secretary Boyer and duly seconded by Vice-Chair Cotta, it was unanimously

VOTED: To seal the minutes of the Executive Session held on 11 July 2017 pursuant to R.I. Gen. Laws §§ 42-46-4 -& 5.

The next order was business was:

**Report on activities/votes taken in Executive Session**

Upon motion made by Secretary Boyer and duly seconded by Member Gaston, it was unanimously

VOTED: To record the votes taken in executive session in accordance with RI General Laws 42-46-4 as follows:

1. Unanimously approved minutes of the Executive Session held on 13 June 2017.
2. Unanimously moved to continue complaint of improper planning and to have a letter sent stating that the plan needs to be revised. If the revision is not made Surveyor must come before the Board.
3. Unanimously moved to close complaint due to complaint being resolved.
4. Unanimously moved to continue discussion of drafting of questions to be included on the Professional Land Surveyors' examination and issue letter to applicant who failed the

exam advising them that they will be able to come in and review the exam with a Board member in accordance with 5.4 of Rules and Regulations for Professional Land Surveyors.

5. Unanimously moved to continue complaint of a deficient plan being presented and to write a letter stating that the surveyor in question revise the plan and present the revised plan if it is not received then the Surveyor must come before the Board.
6. Unanimously moved to continue complaint of someone doing Land Surveying work who is not a Land Surveyor.
7. Unanimously moved to have a letter sent requesting additional information regarding the complaint in question.
8. Unanimously moved to write a letter to have the Surveyor conform to the new standards of Surveying. If this is not done, they will need to come before the Board.
9. Unanimously moved to process one of the applications and continue to have the other application in a pending status.
10. Any other new business to be added to the next meeting's Executive Session agenda.
11. Motion to return to Open Session.

The next item of business was:

**Any other old business to add to the agenda for the next Board meeting.**

None at this time

The next order of business was:

**New Business:(Review/Discuss/Take Action)**

The next item of business was:

**Any new business to add to the agenda for the next Board meeting.**

None at this time

The next item of business was:

**Comments from the General Public**

None at this time

The next order of business was:

**National Council of Examiners for Engineering and Surveying (NCEES) matters-(Review/Discuss/Take Action):**

The next item of business was:

**NCEES-Annual Meeting-Miami, Florida-August 23-26, 2017**

Vice-Chair Daniel R. Cotta, Secretary Mark D. Boyer, and Administrative Assistant Jovonna Edwards will be attending.

The next item of business was:

**NCEES-Annual Meeting action items and conference materials available**  
This was treated as an FYI

The next item of business was:

**NCEES-Treasurer Candidacy Announcement**  
This was treated as an FYI

The next order of business was:

**Rhode Island Society of Professional Land Surveyors (RISPLS matters-  
(Review/Discuss/Take Action)**

The next item of business was:

**Comments from Davis S. Hilbren, RISPLS Liason**

Mr. Hilbren discussed setting up study stations to help applicants prepare for the Rhode Island State Specific Exam.

The next order of business was:

**Professional Development Hours (PDH) Course Approval Request (s) from a provider-  
(Review/Discuss/Take Action)**

(1) GPS Static Post Processing Workshop, presented by John J. Doody, PS/PE

Upon motion made by Chair McCormick and duly seconded by Member Gaston, it was unanimously

VOTED: To approve the GPS Static Post Processing Workshop for 6.75 Professional Development Hours (PDH)

The next order of business was:

**Professional Development Hours (PDH) Approval Request(s) from PLS-  
(Review/Discuss/Take Action)**

The next item of business was:

(1) John Macolini

Upon motion made by Chair McCormick and duly seconded by Secretary Boyer, it was unanimously

VOTED: To remove this from the agenda-it has been resolved.

The next order of business was:

**Initial individual application(s)- (Review/Discuss/Take Action)**

None at this time

The next order of business was:

**Initial Certificate of Authorization (COA) application(s)- (Review/Discuss/Take Action)**

Mott MacDonald, LLC      RJ O'Connell & Associates, Inc.

Upon motion made by Chair McCormick and duly seconded by Secretary Boyer, it was unanimously

VOTED:      To individually approve the initial applications for COA.

**Amended Certificate of Authorization (COA) application(s)- (Review/Discuss/Take Action)**

None at this time

**Initial Land Surveyor-In-Training-application (s)- (Review/Discuss/Take Action)**

Ernest Germani IV

Upon motion made by Chair McCormick and duly seconded by Secretary Boyer, it was unanimously

VOTED:      To have applicant take the Fundamental of Surveying exam.

The next order of business was:

**Next Meeting Date**

Tuesday 08 August, 2017 1:00 p.m.

The final order of business was:

**Adjournment**

Upon motion made by Chair McCormick and duly seconded by Vice-Chair Cotta, it was unanimously

VOTED:      To adjourn the meeting at 4:00 p.m.

Respectfully submitted,

Mark Boyer, PLS  
Secretary

MDB/jme